

## **Checklist for Visa and Long Term Residency Permit Applications**

### **Procedures for receiving an invitation for a visa:**

Your host institution (the university where you will be teaching) takes care of sending an official invitation (permit for you to apply for and obtain a Mongolian visa) to the Mongolian embassy consular section where you are applying. This is a three-step process.

**Step One.** Get a permit letter from Ministry of Education, Culture and Science: (requires 2-3 work days) [No associated fees in this step].

- A. Letter of request to Ministry of Education, Culture and Science (host institution prepares and submits this along with following documents)
- B. Scanned copy of passport (front page with photo) – Provided by you.
- C. Relevant supporting documents (e.g. Fulbright acceptance letter, research clearance from home institution; etc) – Provided by you.
- D. Host Institution letter (invitation letter from host institution to you) – Prepared by host institution.
- E. HIV test result – Provided by you.
- F. Contract with host institution (between host institution and you) – Prepared by host institution.
- G. Your Resume (CV, short bio) – Provided by you.

Comment: Things move along very smoothly if you have all these items. Be sure to save and/or make copies of any official documents you receive. Once you have all of these components together, you can forward them to the host institution who will then submit the documents to the Ministry of Education on your behalf. We will work with your host institutions and put you in touch with your main point of contact at the institution as soon as possible. It is important to get a hold of the host institution contact about your visa and be responsive to their requests. Again, make sure you have all the items.

**Step Two.** To get an invitation letter for a visa: (requires 2-3 work days) [No associated fees in this step].

- 1. Permit letter from Ministry of Education, Culture and Science – Received by host institution.
- 2. Letter of request for visa to immigration office – Prepared by host institution.
- 3. Copy of passport with front page and page of expiry date – Provided by you.
- 4. Relevant supporting documents (e.g. Fulbright acceptance letter, research clearance from home institution; etc) – Provided by you.

**Step Three.** When the letter from the immigration office is ready, the host institution brings it to the Ministry of Foreign Affairs (MFA). MFA faxes the invitation to the Mongolian Embassy

and/or Consular section where you are applying (requires 1-2 work days) [Fees: \$10 for faxing invitation letter to consular section].

Comment: You should keep in contact with the Washington D.C. Mongolian Embassy or Consular section so that you can submit the proper information in your home country to obtain the Visa [Fees: \$103 for visa application]. Once the consular section receives the letter from MFA, it is authorized to issue you a visa. When you request your visa, make sure to request an S visa with multiple entry. If your visa is single entry, you will be required to get another visa every time you leave Mongolia and that will be complicated.

### **Procedures for registering for a long-term residency permit:**

After you arrive in Mongolia, you are also required to register with the Mongolian Immigration Office and get something called the “long term permit”. This is very important and will be needed for any of your out-of-Mongolia travels and movements. Below is an outline of steps involved with getting this permit:

**Step One. VERY IMPORTANT** – Go to the Immigration Office and register within 1 week of arriving in Mongolia if you plan to stay longer than 30 days. You have to purchase a registration form for ₮1,000 and provide your photo. It might take 2-3 working days. You will be asked to leave your passport and therefore will receive an official paper saying that your passport is there for the registration.

**Step Two.** Applying for a long-term residency permit: Note: You must have a valid visa before applying. You must have a letter of request for long-term residency from the Ministry of Education. You need to submit the following to the Ministry of Education

- A. Letter of request for a residency permit from your host institution – Provided by host institution.
- B. Copy of your passport: front page and page with Mongolian visa – Provided by you.
- C. A contract with your Host Institution– Provided by host institution.
- D. Relevant supporting documents (e.g. Fulbright acceptance letter, research clearance from home institution; etc) – Provided by you.

**Step Three.** Next you need to acquire a letter of proof of your resident address from your local municipality (Oron suutsni khoroo). You may need to provide a passport photo with your registration form [Fees: 500₮] – Provided by you with assistance from landlord or host institution.

**Step Four.** Go to the Immigration office to get a long-term residency permit with the following:

- A. Two letters of request: one from MoE (from Step One), another from your host institution;
- B. Your passport;
- C. Copy of your passport;
- D. Small passport style photo (approx. 1.5 x 2.5 cm) – Note: smaller than a typical passport photo. It's a good idea to bring a few extra of these photos;
- E. Completed request form (you can get it at the information desk);
- F. Letter of proof of resident address;

***Things to remember:***

- 1. Be patient! There are time differences, culture differences, and other things going on here.*
- 2. If you having everything organized it's an easy process.*